

GM 15.0 GRANTS REPORTING

PEOPLESOFT 8.4

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GM 15.1 Grants Reporting, Queries

1.0 Running queries

There are many types of queries, some queries are check queries which are used to ensure all the status of data in the system has been set up correctly like Contracts are Active etc,

The other sort is transactional data which is used to get information for reporting. The most common table for this is the PROJ_RESORCE table in Projects that hold all our Cost Reimbursable data.

To run a query:

Navigation Menu:
Reporting Tools > Query > Query Viewer

- 1 Go to the query menu
- 2 All Grants queries start with NDU_GM. Add this as the starting value in the queries [Query Viewer](#)

Find an Existing Query

Search by:

- 3 Click
- 4 Search for the query you want. Use view all 1-30 of 50
- 5 Click on the query
- 6 The results will appear

[NDU_GM_FA_INTERFACE - Check OLT lines in Projects](#)

[View All](#) | [Rerun Query](#) | [Download to Excel](#)

	Unit	Project	Contract	Resource Analysis Type	Account	DeptID	Fund	Amount	ResourceID
1	UND01	UND0004116		CPY	515005	8020	30205	505.580	12142004001515
2	UND01	UND0004116		CPY	515005	8020	30205	62.660	12142004001516
3	UND01	UND0004139		CPY	515005	1120	25852	591.550	12142004001512
4	UND01	UND0004139		CPY	515005	1120	25852	151.680	12142004001513
5	UND01	UND0004139		CPY	515005	8190	31000	1213.380	12142004001518
6	UND01	UND0004139		CPY	515005	8190	31000	150.370	12142004001519

- 7 To download to query select [Download to Excel](#)
- 8 Copy it into excel as required.

Grants queries		
NDU_GM_TEMP_STATUS	Status of all TEMP projects	
NDU_GM_EXCP_GM001	Proposal Types Disallowed	
NDU_GM_EXCP_GM002	FA Cost Request Required	
NDU_GM_KK_GRANTS	CC Activity Log	
NDU_GM_AWD_CLOSEOUT_DATE	End date for Award Closeout	
NDU_GM_ANALYSIS		
Post Award queries		
NDU_GM_AP_PAID	All PC Vouchers Paid	Shows AP vouchers to be Posted and Paid
NDU_GM_CONTRACT_PROJECTS	Shows Projects in a Contract	shows projects in a contract (cross reference)
NDU_GM_CONTRACT_STATUS	Contract Billing Status	Checks all status's of Contracts and Projects are correct
NDU_GM_CONTRACT_FIXED	Contract Billing Status Fixed	Checks Scheduled Pay Contracts are correct.
NDU_GM_CONTRACT_EVENT_TOBILL	Fixed Billing to Bill now	Shows all event that will be billed based on a current date.
NDU_GM_FA_ATTACHED	Check to see all CNTRC has F&A	Check to see all Contracts set up correctly.
NDU_GM_CPY	COST SHARE	Shows all CPY Cost share lines from the effort system
NDU_GM_GLJRNL_TO_PC	All GL to PC lines to be sent	Shows GL IJournal lines ready to be sent to projects
NDU_GM_INTFC_PAY	Payroll load for Projects	Shows GL payroll Journal
NDU_GM_NIHCAP		Queries all PI's over a \$ yearly salary
NDU_GM_OLT_SUM	OLT lines SUM by Project	List all Projects that have OLT lines for checking. These need to be fixed.
NDU_GM_PRJRESOURCE_OLT_LINES	Check OLT lines in Projects	List all invoices that become Olt rather than billed as are over Budget. These need to be fixed.
NDU_GM_PRJRESOURCE_ACT	General Proj Resource fields	Shows Actuals lines in proj Resource

2.0 Creating Pivot Tables

Pivot tables can be used in Microsoft Excel to summarize data. As the Proj_resource table in Peoplesoft hold all the transactions for Grants, it is possible to summarize data from this table for reporting. The following Queries are run on the Proj_Resource table:

Query	Description	Activity Types
NDU_GM_PRJRESOURCE_ACT	This downloads all Actuals information	ACT, GLE, PAY, SFA
NDU_GM_PRJRESOURCE_ALL	This downloads all information	All Activity Types

1. Download to Excel (Important: Ensure that Peoplesoft has downloaded your data correctly into excel. If not then cut and paste the download from the Peoplesoft\excel page into a new Excel spreadsheet. Open Excel if needed.)
2. Delete the top rows of the spreadsheet so the query header row is showing. (The row with the content descriptions on in.)

From:

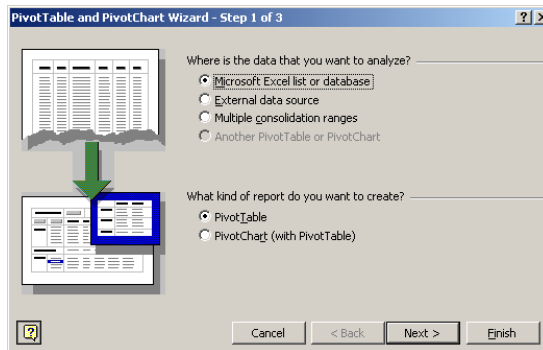
	A	B	C	D	E	F	G	H	I	J
1	NDU_GM_PRJRESOURCE_ACT									
2										
3										
4	Unit = UND01,Project=UND0000000,To Project=UND9999999									
5										
6										
7	Unit	Project	Contract	Resource Analysis Type	Account	DeptID	Fund	Program	Amount	ResourceID

From:

	A	B	C	D	E	F	G	H	I	J
1	Unit	Project	Contract	Resource Analysis Type	Account	DeptID	Fund	Program	Amount	Resource ID
2	UND01	UND0000002	UND0000002	SFA	730020	2210	43500		402	10181779
3	UND01	UND0000002	UND0000002	SFA	730020	2210	43500		804	10181780

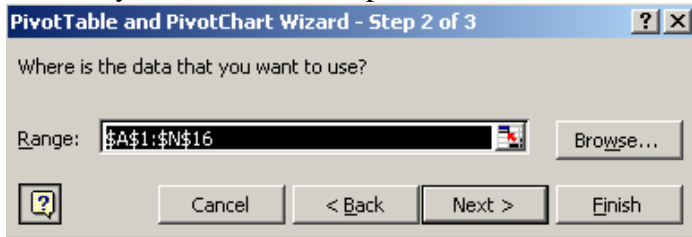
To: The top 6 rows are deleted.

3. Now in excel go to Data> Pivot Table. The below page will appear.

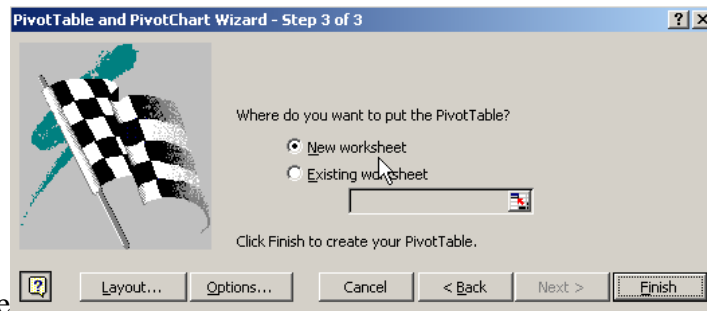


4. Select

5. Select the data range including the header. This is the range of all data in excel. If necessary select the whole spreadsheet.



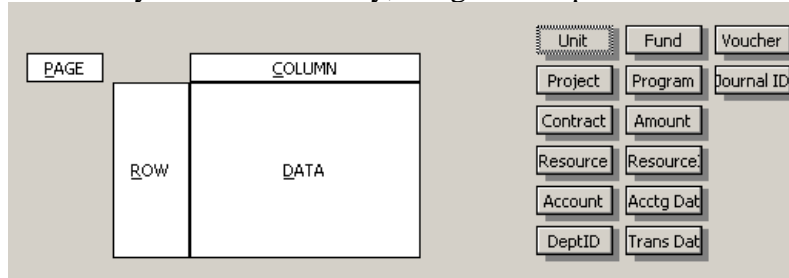
6. Select  again



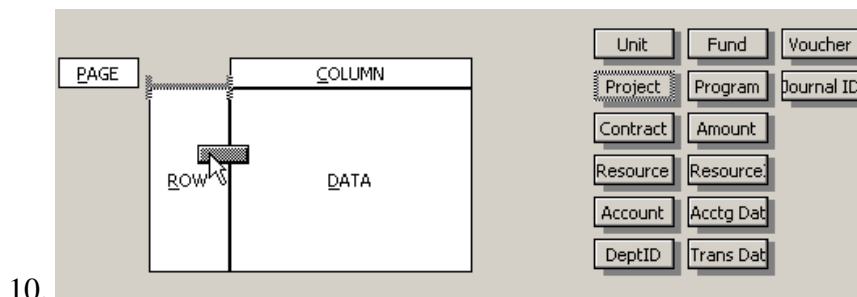
7. On the this page

8. Select layout  button

9. To choose the fields you want to sum by, Drag and drop the fields on the right to the

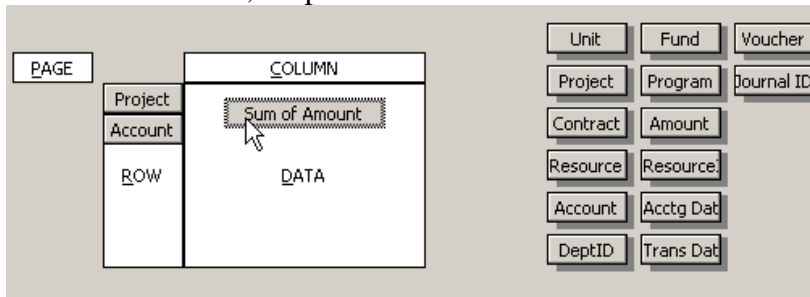


Row box.

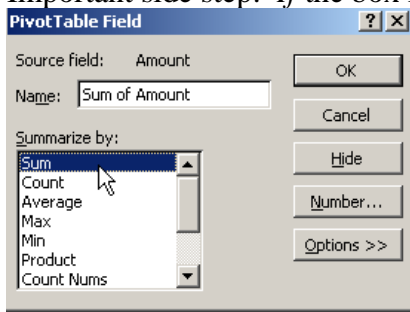


- 10.

11. In the data column, drop over the “Amount” tab **Amount** into the “data” column



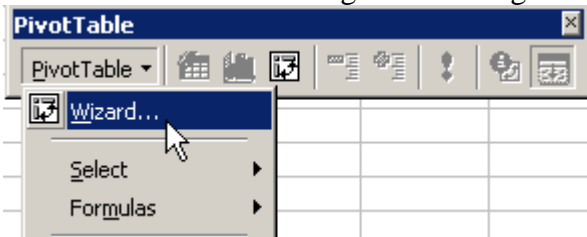
12. Important side step: *If* the box in the Data field says **Count of Amount**



Click on the box and change the field to “Sum of Amount”. **Sum of Amount** and click **OK**

13. Select Finish and the pivot table is created.:

14. To redo the existing Pivot table go into the Pivot wizard



3.0 Project Resource table

The following are the project resource fields available:

Record	Field Name	Field Nbr
PROJ_RESOURCE	BUSINESS_UNIT	1
PROJ_RESOURCE	PROJECT_ID	2
PROJ_RESOURCE	ACTIVITY_ID	3
PROJ_RESOURCE	RESOURCE_ID	4
PROJ_RESOURCE	RESOURCE_ID_FROM	5
PROJ_RESOURCE	BUSINESS_UNIT_GL	6
PROJ_RESOURCE	JOURNAL_ID	7
PROJ_RESOURCE	JOURNAL_DATE	8
PROJ_RESOURCE	UNPOST_SEQ	9
PROJ_RESOURCE	JOURNAL_LINE	10
PROJ_RESOURCE	FISCAL_YEAR	11
PROJ_RESOURCE	ACCOUNTING_PERIOD	12
PROJ_RESOURCE	ACCOUNT	13
PROJ_RESOURCE	ALTACCT	14
PROJ_RESOURCE	DEPTID	15
PROJ_RESOURCE	CF16_AN_SBR	16
CF16_AN_SBR	OPERATING_UNIT	1
CF16_AN_SBR	PRODUCT	2
CF16_AN_SBR	FUND_CODE	3
CF16_AN_SBR	CLASS_FLD	4
CF16_AN_SBR	PROGRAM_CODE	5
CF16_AN_SBR	BUDGET_REF	6
CF16_AN_SBR	CHARTFIELD1	7
CF16_AN_SBR	CHARTFIELD2	8
CF16_AN_SBR	CHARTFIELD3	9
PROJ_RESOURCE	BUS_UNIT_GL_FROM	17
PROJ_RESOURCE	CURRENCY_CD	18
PROJ_RESOURCE	STATISTICS_CODE	19
PROJ_RESOURCE	LEDGER_GROUP	20
PROJ_RESOURCE	ANALYSIS_TYPE	21
PROJ_RESOURCE	RESOURCE_TYPE	22
PROJ_RESOURCE	RESOURCE_CATEGORY	23
PROJ_RESOURCE	RESOURCE_SUB_CAT	24
PROJ_RESOURCE	RES_USER1	25
PROJ_RESOURCE	RES_USER2	26
PROJ_RESOURCE	RES_USER3	27
PROJ_RESOURCE	RES_USER4	28
PROJ_RESOURCE	RES_USER5	29
PROJ_RESOURCE	TRANS_DT	30
PROJ_RESOURCE	ACCOUNTING_DT	31

PROJ_RESOURCE	OPRID	32
PROJ_RESOURCE	DTTM_STAMP	33
PROJ_RESOURCE	JRNL_LN_REF	34
PROJ_RESOURCE	OPEN_ITEM_STATUS	35
PROJ_RESOURCE	LINE_DESCR	36
PROJ_RESOURCE	JRNL_LINE_STATUS	37
PROJ_RESOURCE	JOURNAL_LINE_DATE	38
PROJ_RESOURCE	FOREIGN_CURRENCY	39
PROJ_RESOURCE	RT_TYPE	40
PROJ_RESOURCE	FOREIGN_AMOUNT	41
PROJ_RESOURCE	RATE_MULT	42
PROJ_RESOURCE	RATE_DIV	43
PROJ_RESOURCE	CUR_EFFDT	44
PROJ_RESOURCE	PROCESS_INSTANCE	45
PROJ_RESOURCE	PC_DISTRIB_STATUS	46
PROJ_RESOURCE	GL_DISTRIB_STATUS	47
PROJ_RESOURCE	PROJ_TRANS_TYPE	48
PROJ_RESOURCE	PROJ_TRANS_CODE	49
PROJ_RESOURCE	RESOURCE_STATUS	50
PROJ_RESOURCE	DESCR	51
PROJ_RESOURCE	SYSTEM_SOURCE	52
PROJ_RESOURCE	UNIT_OF_MEASURE	53
PROJ_RESOURCE	EMPLID	54
PROJ_RESOURCE	EMPL_RCD	55
PROJ_RESOURCE	SEQ_NBR	56
PROJ_RESOURCE	TIME_RPTG_CD	57
PROJ_RESOURCE	JOBCODE	58
PROJ_RESOURCE	COMPANY	59
PROJ_RESOURCE	BUSINESS_UNIT_AP	60
PROJ_RESOURCE	VENDOR_ID	61
PROJ_RESOURCE	VOUCHER_ID	62
PROJ_RESOURCE	VOUCHER_LINE_NUM	63
PROJ_RESOURCE	APPL_JRNL_ID	64
PROJ_RESOURCE	PYMNT_CNT	65
PROJ_RESOURCE	DST_ACCT_TYPE	66
PROJ_RESOURCE	PO_DISTRIB_STATUS	67
PROJ_RESOURCE	BUSINESS_UNIT_PO	68
PROJ_RESOURCE	REQ_ID	69
PROJ_RESOURCE	REQ_LINE_NBR	70
PROJ_RESOURCE	REQ_SCHED_NBR	71
PROJ_RESOURCE	REQ_DISTRIB_NBR	72
PROJ_RESOURCE	PO_ID	73
PROJ_RESOURCE	DUE_DATE	74
PROJ_RESOURCE	LINE_NBR	75
PROJ_RESOURCE	SCHED_NBR	76
PROJ_RESOURCE	DISTRIB_LINE_NUM	77
PROJ_RESOURCE	AM_DISTRIB_STATUS	78
PROJ_RESOURCE	BUSINESS_UNIT_AM	79

PROJ_RESOURCE	ASSET_ID	80
PROJ_RESOURCE	PROFILE_ID	81
PROJ_RESOURCE	COST_TYPE	82
PROJ_RESOURCE	BOOK	83
PROJ_RESOURCE	INCENTIVE_ID	84
PROJ_RESOURCE	MSTONE_SEQ	85
PROJ_RESOURCE	CONTRACT_NUM	86
PROJ_RESOURCE	CONTRACT_LINE_NUM	87
PROJ_RESOURCE	CONTRACT_PPD_SEQ	88
PROJ_RESOURCE	BI_DISTRIB_STATUS	89
PROJ_RESOURCE	BUSINESS_UNIT_BI	90
PROJ_RESOURCE	BILLING_DATE	91
PROJ_RESOURCE	INVOICE	92
PROJ_RESOURCE	REV_DISTRIB_STATUS	93
PROJ_RESOURCE	BUSINESS_UNIT_AR	94
PROJ_RESOURCE	CUST_ID	95
PROJ_RESOURCE	ITEM	96
PROJ_RESOURCE	ITEM_LINE	97
PROJ_RESOURCE	ITEM_SEQ_NUM	98
PROJ_RESOURCE	DST_SEQ_NUM	99
PROJ_RESOURCE	BUSINESS_UNIT_IN	100
PROJ_RESOURCE	SCHED_LINE_NO	101
PROJ_RESOURCE	DEMAND_LINE_NO	102
PROJ_RESOURCE	INV_ITEM_ID	103
PROJ_RESOURCE	PAY_END_DT	104
PROJ_RESOURCE	BUSINESS_UNIT_OM	105
PROJ_RESOURCE	ORDER_NO	106
PROJ_RESOURCE	ORDER_INT_LINE_NO	107
PROJ_RESOURCE	EX_DOC_ID	108
PROJ_RESOURCE	EX_DOC_TYPE	109
PROJ_RESOURCE	RESOURCE_QUANTITY	110
PROJ_RESOURCE	RESOURCE_AMOUNT	111
PROJ_RESOURCE	BUDGET_HDR_STATUS	112
PROJ_RESOURCE	KK_AMOUNT_TYPE	113
PROJ_RESOURCE	KK_TRAN_OVER_FLAG	114
PROJ_RESOURCE	KK_TRAN_OVER_OPRID	115
PROJ_RESOURCE	KK_TRAN_OVER_DTTM	116
PROJ_RESOURCE	BUDGET_OVER_ALLOW	117
PROJ_RESOURCE	BUDGET_LINE_STATUS	118
PROJ_RESOURCE	BUDGET_DT	119
PROJ_RESOURCE	LEDGER	120
PROJ_RESOURCE	BD_DISTRIB_STATUS	121

PROJ_RESOURCE	BUSINESS_UNIT_BD	122
PROJ_RESOURCE	FA_STATUS	123

4.0 Project Analysis Type's in Proj Resource

The following are the Analysis Types available and are used in proj resource:

An Type	Descr
ACT	Actual Cost
AGC	Agency Costs
BAJ	Billing Adjustment
BD1	Total Cost Budget - Scenario 1
BD2	Total Cost Budget - Scenario 2
BD3	Total Cost Budget - Scenario 3
BD4	Total Cost Budget - Scenario 4
BD5	Total Cost Budget - Scenario 5
BD6	Total Cost Budget - Scenario 6
BD7	Total Cost Budget - Scenario 7
BD8	Total Cost Budget - Scenario 8
BIL	Billable Amount
BLD	Billed Amount
BRT	Billing Retainage
BUD	Total Cost Budget
CAC	Cost Sharing Actuals
CAJ	Cost Share Commitment Adjust
CBA	Cost Budget Adjustments
CBU	Cost Sharing Budget
CCA	Commitment Adjustments
CCO	Cost Sharing Commitment
CCR	Cost Share Commitment Reversal
CFA	Cost Sharing F&A

CGE	Cost Sharing GL Expense
CLS	Asset Cost Summary
COM	Commitment incl. PO & Subcont
COR	Cost of Removal of Asset
CPY	Cost Share Payroll
CQR	Cost Share Requisition Reversa
CRQ	Cost Sharing Requisition
CRR	Cost of Removal Cost Summary
CRV	Commitment Reversals
CSA	Cost Sharing Com Adjustment
CSC	Cost Sharing Com Reversal
CST	Costing (without Contracts)
DEF	Billing Deferral
DSC	Billing Discount
EMP	Employee Time
ESB	Engagement Plan Bill Estimate
ESC	Engagement Plan Cost Estimate
FBD	Fixed Cost Billed Amount
FCC	Completion Cost
FND	Funds Distribution
FRG	Fringe Benefits
FRV	Fixed Cost Revenue Amount
FTC	Forecast To Complete
GLE	GL Expense
GLR	GL Revenue
GMA	GM Actuals Map
GNT	Grant Reimbursement
INK	InKind
NPY	Time and Labor - NoPay Actuals
OFA	Offset Revenue
OLT	Over Limit
ORD	Order

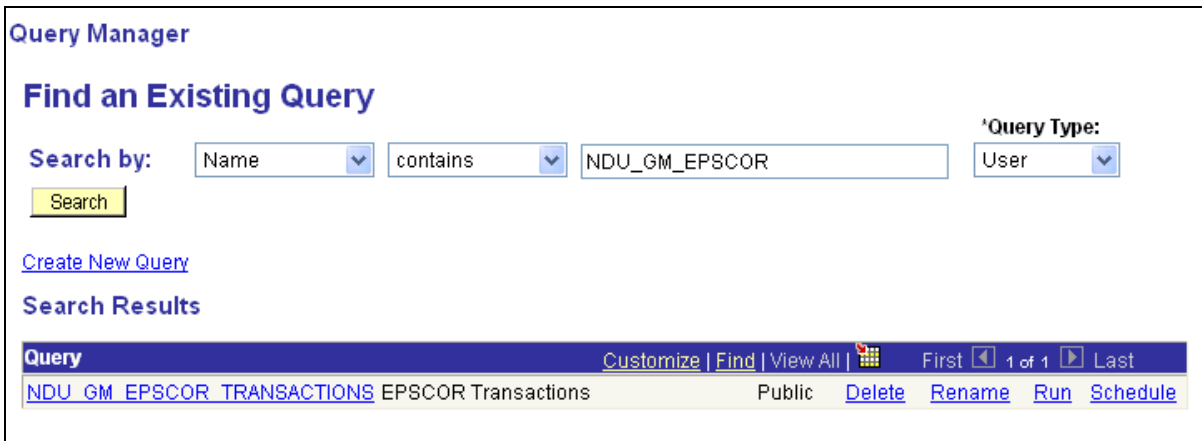
PAY	Time and Labor Actual
PCA	Profile Adjustment
PCL	Profile Cost Summary
PFS	Proceeds from Sale of Asset
PSD	PST Discount
PSR	Proceeds from Sale Summary
PST	Purch/Sold Time
RAJ	Released Retainage Adjustment
REB	Rebate
REQ	Requisition
RET	Retirement Cost
REV	Revenue
RRT	Released Billing Retainage
RRV	Requisition Reversals
RVC	Reversal of Commitment
SCH	Bill Schedule
SFA	Sponsor F&A
SHD	Shared Discount
SHR	Shared Revenue
STS	Statistical Data
SUT	Sales/Use Tax
TLA	Time and Labor Estimate
TLB	Time and Labor Est. for BI
TLC	Time and Labor Contractors
TLX	Cost from Time Traveler
UAJ	Prepaid Utilization Adjustment
UTL	Prepaid Utilization (Billing)
VAR	Variance Map
VIN	Non Recoverable VAT
WFA	Waived F&A
WTO	Write Off

GM 15.2 Grants Reporting, EPSCOR

EPSCOR is a special program that requires the ability for the institution to extract information concerning expenditures. As we work in the system and identify the specific needs of the grants officers, further queries and reports will be established. It is suggested that you include new reporting information on these pages so there can be one resource available to provide assistance in using the PeopleSoft system.

The first report/query to run for the EPSCOR reporting is a list of all the transactions in a specific time period in the system. The report below will extract all transactions in the Itest environment. Currently the query will prompt for the business unit. In a go-live query it will prompt for business unit and dates.

Navigate to the Query Viewer, Reporting Tools > Query > Query Viewer



The screenshot shows the 'Query Manager' interface. At the top, it says 'Query Manager' and 'Find an Existing Query'. Below this, there is a search form with the following fields: 'Search by:' with a dropdown menu set to 'Name', a dropdown menu set to 'contains', a text input field containing 'NDU_GM_EPSCOR', and a 'Query Type:' dropdown menu set to 'User'. A yellow 'Search' button is located below the search fields. Below the search form, there is a link for 'Create New Query'. Underneath, the 'Search Results' section shows a table with one entry: 'NDU_GM_EPSCOR_TRANSACTIONS' with the description 'EPSCOR Transactions'. The entry is marked as 'Public' and has several action links: 'Delete', 'Rename', 'Run', and 'Schedule'. At the top of the results table, there are navigation options: 'Customize', 'Find', 'View All', and 'First 1 of 1 Last'.

The report name is NDU_GM_EPSCOR_TRANSACTIONS. Run the report by either clicking on the query title or clicking on the Run hyperlink. You will be prompted for a business unit. Enter the business unit and click View Results. The return will be the query. You have the opportunity to view the query on screen or download the query to excel. If you need to manipulate the information download to excel.

Currently there is a query established that will list all cost share transactions and their related project id. This query will need to be refined to provide a list of cost share transactions that are further defined so a cost share report can result from this query.

To view the current cost share query return to the query view search page and enter NDU_GM

GM 15.3 Grants Reporting, SF 269/272

Grants Forms

1. Create a folder on your computer to store the standard Grants forms (i.e. C:\FORMS).
2. Download the PDF files for the forms you wish to create from the sponsor web sites. Place them in the folder you created in step 1. Links to websites for common forms are listed below.

http://grants.nih.gov/grants/funding/2590/2590_forms.pdf
http://grants.nih.gov/grants/funding/phs398/398_forms.pdf
<http://grants.nih.gov/grants/funding/phs398/biosketch.pdf>
<http://grants.nih.gov/grants/funding/phs398/continuation.pdf>
<http://grants.nih.gov/grants/funding/phs398/fp4.pdf>
<http://grants.nih.gov/grants/funding/2590/enrollmentreport.pdf>
<http://www.whitehouse.gov/omb/grants/sf269a.pdf>
<http://www.whitehouse.gov/omb/grants/sf272.pdf>
<http://www.whitehouse.gov/omb/grants/sf272a.pdf>

3. Run the Grants Forms extract programs by navigating to the following pages in PeopleSoft.

Grants > Reports > SF_269

Create Form 269

Run Control ID: gm269 [Report Manager](#) [Process Monitor](#)

Report to be Submitted

*Business Unit:	<input type="text" value="UND01"/>	*Award:	<input type="text" value="UND0000002"/>
*Line Num:	<input type="text" value="1"/>	*Submission Date:	<input type="text" value="12/07/2004"/> <input checked="" type="checkbox"/> Final Report
*Certifying Official:	<input type="text" value="0050443"/> Demke,Nicole A	*Begin Date:	<input type="text" value="01/01/2004"/> <input type="text" value="09/30/2005"/>
*End Date:	<input type="text" value="09/30/2005"/>		
Comment:	<input type="text" value="This is a test comment for the SF 269."/>		
	<input checked="" type="checkbox"/> Preview		
Machine ID:	<input type="text" value="RMMCDANIEL"/>		

Enter your User ID in the Machine ID field.

Grants > Reports > SF_272

Example Run Control Page when run by Award Number

Create Form 272

Run Control ID: SF272 [Report Manager](#) [Process Monitor](#) Run

Report to be Submitted

*Business Unit: *Customer ID: Letter of Credit

*Institution ID: University of North Dakota

*Submission Date:

Award Number: Contract Line Num:

*Certifying Official: Anderson, Lacey Renae

*Begin Date: *End Date:

Comment:

Preview Machine ID:

Example Run Control Page when run by Letter of Credit ID

Create Form 272

Run Control ID: SF272

[Report Manager](#)

[Process Monitor](#)

Run

Report to be Submitted

*Business Unit: *Customer ID: Letter of Credit

*Institution ID: University of North Dakota

*Submission Date:

LOC ID:

*Certifying Official: Anderson,Lacey Renae

*Begin Date: *End Date:

Comment:

Preview Machine ID:

- Navigate to the **Process Monitor** by clicking on the hyperlink next to the Run button on the Run Control page. Click Refresh until the process has run to Success. Once the extract program has been run successfully, click on the hyperlink for the extract process and it will take you to the following page.

Process List [Server List](#)

View Process Request For

User ID: Type: Last: Days Refresh

Server: Name: Instance: to

Run Status: Save On Refresh

Customize | Find | View All | First 1-50 of 58 Last

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
178918		PSJob	GMF269	rmmcdaniel	12/15/2004 9:02:53AM CST	Processing	Details

- Click on the first process that has an 'EDI' description, to go to the **Process Detail** page.




Process Detail

Process Name: GMF269

Refresh

Main Job Instance: 178918

Left | Right

-
-  [178918 - GMF269 Success](#)
 -  [178919 - GM EDI 2 Success](#)
 -  [178920 - ECOUT001 Success](#)

6. Click on the **View Log/Trace** hyperlink to get the output file.

Process Detail

Process	
Instance:	178919
Name:	GM_EDJ_2
Type:	Application Engine
Description:	

Run	Update Process
Run Control ID: gm269	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSNT	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 12/15/2004 9:02:55AM CST	Parameters Transfer
Run Anytime After: 12/15/2004 9:02:53AM CST	Message Log Temp Tables
Began Process At: 12/15/2004 9:03:04AM CST	Batch Timings
Ended Process At: 12/15/2004 9:05:38AM CST	View Log/Trace

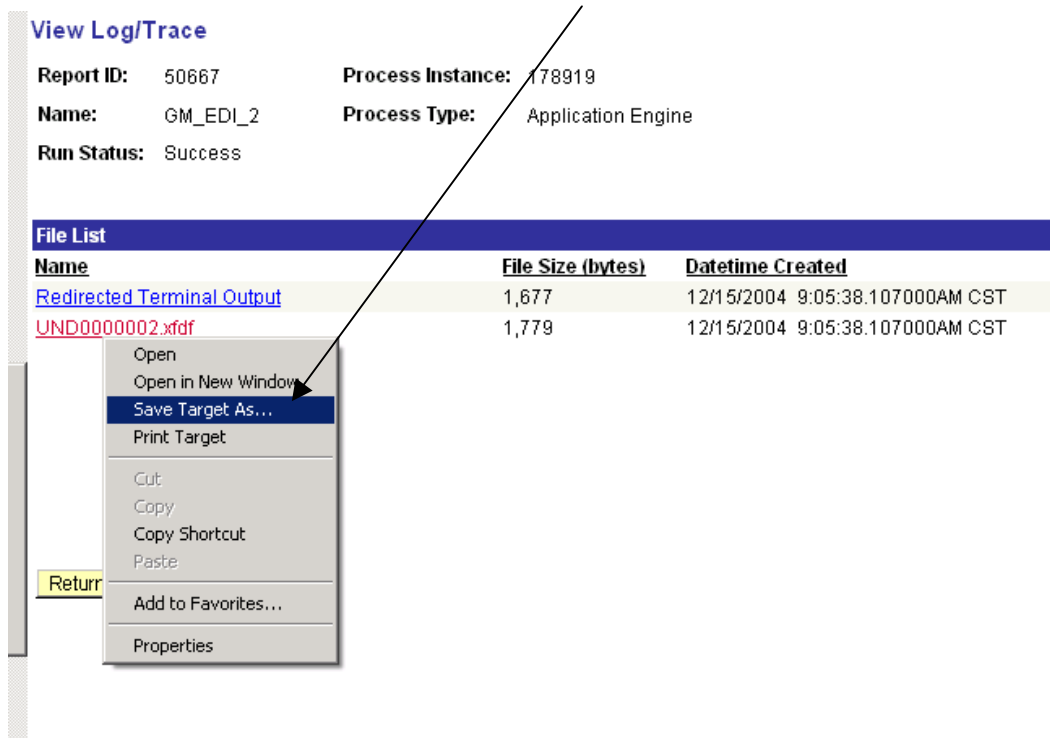
7. The file with the Award Number is the Sponsor Form extract file.

View Log/Trace

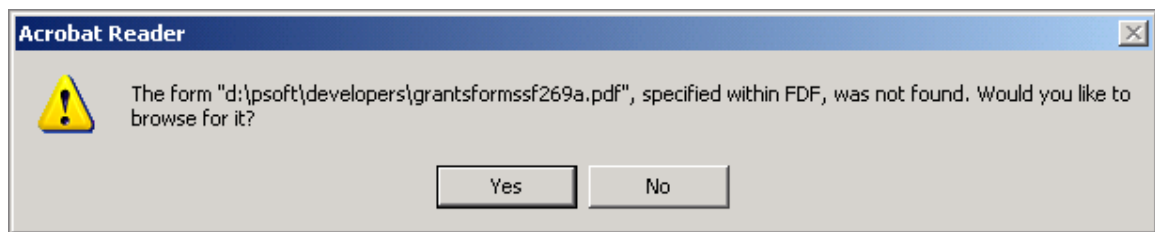
Report ID: 50667 **Process Instance:** 178919
Name: GM_EDJ_2 **Process Type:** Application Engine
Run Status: Success

File List		
<u>Name</u>	<u>File Size (bytes)</u>	<u>Datetime Created</u>
Redirected Terminal Output	1,677	12/15/2004 9:05:38.107000AM CST
UND0000002.xfdf	1,779	12/15/2004 9:05:38.107000AM CST

- Right-click on the 'xdf' file and select 'Save Target As...' from the drop-down list.



- Save the file in the folder you created in step 1 that has the original Sponsor Forms.
- Once the file has been saved, open it by double-clicking on it. You will be presented with the following dialog box. Click 'Yes' and navigate to the folder you created in step 1. Double-click on the appropriate Sponsor Form PDF file (i.e. sf269a.pdf). The sponsor form is then displayed with the extracted data from PeopleSoft.



- Examples of the SF269A and SF272/272A Sponsor Forms are shown on the following pages. Note that you can edit the values in any of the fields by clicking on detail values.

SF269A

FINANCIAL STATUS REPORT
(Short Form)
(Follow instructions on the back)

1. Federal Agency and Organizational Element to Which Report is Submitted Department of Defense		2. Federal Grant or Other Identifying Number Assigned By Federal Agency CUG 123456		OMB Approval No. 0348-0038	Page of 1 pages
3. Recipient Organization (Name and complete address, including ZIP code) University of North Dakota, 264 CENTENNIAL DRIVE , GRAND FORKS, ND 58202, USA					
4. Employer Identification Number 456002491		5. Recipient Account Number or Identifying Number UND0000002		6. Final Report <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
7. Basis <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual					
8. Funding/Grant Period (See Instructions) From: (Month, Day, Year) 10/1/2004		To: (Month, Day, Year) 9/30/2005		9. Period Covered by this Report From: (Month, Day, Year) 1/1/2004	
To: (Month, Day, Year) 9/30/2005					
10. Transactions:					
		I Previously Reported	II This Period	III Cumulative	
a. Total outlays		0.00	9,034.89	9,034.89	
b. Recipient share of outlays		0.00	0.00	0.00	
c. Federal share of outlays		0.00	9,034.89	9,034.89	
d. Total unliquidated obligations				0.00	
e. Recipient share of unliquidated obligations				0.00	
f. Federal share of unliquidated obligations				0.00	
g. Total Federal share(Sum of lines e and f)				9,034.89	
h. Total Federal funds authorized for this funding period				343,936.00	
i. Unobligated balance of Federal funds(Line h minus line g)				334,901.11	
11. Indirect Expense					
a. Type of Rate(Place "X" in appropriate box) <input type="checkbox"/> Provisional <input checked="" type="checkbox"/> Predetermined <input type="checkbox"/> Final <input type="checkbox"/> Fixed					
b. Rate 40.2		c. Base 9042		d. Total Amount 3,634.89	
				e. Federal Share 3,634.89	
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation. This is a test comment for the SF269.					
13. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.					
Typed or Printed Name and Title Demke, Nicole A. Student Gen Office				Telephone (Area code, number and extension)	
Signature of Authorized Certifying Official				Date Report Submitted December 15, 2004	

FINANCIAL STATUS REPORT
(Short Form)

Public reporting burden for this collection of information is estimated to average 90 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0038), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

Please type or print legibly. The following general instructions explain how to use the form itself. You may need additional information to complete certain items correctly, or to decide whether a specific item is applicable to this award. Usually, such information will be found in the Federal agency's grant regulations or in the terms and conditions of the award. You may also contact the Federal agency directly.

Item	Entry	Item	Entry
1, 2 and 3.	Self-explanatory.		
4.	Enter the Employer Identification Number (EIN) assigned by the U.S. Internal Revenue Service.		the value of in-kind contributions applied, and the net increase or decrease in the amounts owed by the recipient for goods and other property received, for services performed by employees, contractors, subgrantees and other payees, and other amounts becoming owed under programs for which no current services or performances are required, such as annuities, insurance claims, and other benefit payments.
5.	Space reserved for an account number or other identifying number assigned by the recipient.		
6.	Check <i>yes</i> only if this is the last report for the period shown in item 8.	10b.	Self-explanatory.
7.	Self-explanatory.	10c.	Self-explanatory.
8.	Unless you have received other instructions from the awarding agency, enter the beginning and ending dates of the current funding period. If this is a multi-year program, the Federal agency might require cumulative reporting through consecutive funding periods. In that case, enter the beginning and ending dates of the grant period, and in the rest of these instructions, substitute the term "grant period" for "funding period."	10d.	Enter the total amount of unliquidated obligations, including unliquidated obligations to subgrantees and contractors. Unliquidated obligations on a cash basis are obligations incurred, but not yet paid. On an accrual basis, they are obligations incurred, but for which an outlay has not yet been recorded. Do not include any amounts on line 10d that have been included on lines 10a, b, or c. On the final report, line 10d must be zero.
9.	Self-explanatory.	10e.	f, g, h, and i. Self-explanatory.
10.	The purpose of columns I, II, and III is to show the effect of this reporting period's transactions on cumulative financial status. The amounts entered in column I will normally be the same as those in column III of the previous report in the same funding period. If this is the first or only report of the funding period, leave columns I and II blank. If you need to adjust amounts entered on previous reports, footnote the column I entry on this report and attach an explanation.	11a.	Self-explanatory.
10a.	Enter total program outlays less any rebates, refunds, or other credits. For reports prepared on a cash basis, outlays are the sum of actual cash disbursements for direct costs for goods and services, the amount of indirect expense charged, the value of in-kind contributions applied, and the amount of cash advances and payments made to subrecipients. For reports prepared on an accrual basis, outlays are the sum of actual cash disbursements for direct charges for goods and services, the amount of indirect expense incurred,	11b.	Enter the indirect cost rate in effect during the reporting period.
		11c.	Enter the amount of the base against which the rate was applied.
		11d.	Enter the total amount of indirect costs charged during the report period.
		11e.	Enter the Federal share of the amount in 11d.
		Note:	If more than one rate was in effect during the period shown in item 8, attach a schedule showing the bases against which the different rates were applied, the respective rates, the calendar periods they were in effect, amounts of indirect expense charged to the project, and the Federal share of indirect expense charged to the project to date.

*U.S. Government Printing Office: 1999 - 342-19781289

SF-203A (Rev. 7-97) Back

SF272

FEDERAL CASH TRANSACTIONS REPORT		OMB APPROVAL NO. 0348-0003	
<i>(See instructions on the back. If report is for more than one grant or assistance agreement, attach completed Standard Form 272A.)</i>		1. Federal sponsoring agency and organizational element to which this report is submitted U.S. Department Of Agriculture	
2. RECIPIENT ORGANIZATION		4. Federal grant or other identification number	5. Recipient's account number or identifying number
Name: University of North Dakota		6. Letter of credit number	7. Last payment voucher number
Number and Street: 264 CENTENNIAL DRIVE		12-14-3802	
City, State and ZIP Code: GRAND FORKS, ND58202, USA		<i>Give total number for this period</i>	
3. FEDERAL EMPLOYER IDENTIFICATION NO. 456002491		8. Payment Vouchers credited to your account 1	9. Treasury checks received (whether or not deposited) 0
		10. PERIOD COVERED BY THIS REPORT	
		FROM (month, day, year) 01/01/1900	TO (month, day, year) 12/08/2004
11. STATUS OF FEDERAL CASH <i>(See specific instructions on the back)</i>	a. Cash on hand beginning of reporting period	\$	0.00
	b. Letter of credit withdrawals		0.00
	c. Treasury check payments		0.00
	d. Total receipts <i>(Sum of lines b and c)</i>		0.00
	e. Total cash available <i>(Sum of lines a and d)</i>		0.00
	f. Gross disbursements		2,681,899.22
	g. Federal share of program income		
	h. Net disbursements <i>(Line f minus line g)</i>		2,681,899.22
	i. Adjustments of prior periods		
	j. Cash on hand end of period	\$	-2,681,899.22
12. THE AMOUNT SHOWN ON LINE 11j ABOVE, REPRESENTS CASH REQUIREMENTS FOR THE ENSUING	13. OTHER INFORMATION		
Days	a. Interest income	\$	
	b. Advances to subgrantees or subcontractors	\$	

14. REMARKS *(Attach additional sheets of plain paper, if more space is required)*
This is a test comment for the SF272.

15. CERTIFICATION			
I certify to the best of my knowledge and belief that this report is true in all respects and that all disbursements have been made for the purpose and conditions of the grant or agreement.	AUTHORIZED	SIGNATURE	DATE REPORT SUBMITTED
	CERTIFYING OFFICIAL	TYPED OR PRINTED NAME AND TITLE Anderson,Laosy Renae	12/08/2004 TELEPHONE (Area Code, Number, Extension)

THIS SPACE FOR AGENCY USE

INSTRUCTIONS

Public reporting burden for this collection of information is estimated to average 120 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0003), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

Please type or print legibly. Items 1, 2, 8, 9, 10, 11d, 11e, 11h, and 15 are self explanatory, specific instructions for other items are as follows:

<u>Item</u>	<u>Entry</u>	<u>Item</u>	<u>Entry</u>
3	Enter Employer Identification Number (EIN) assigned by the U.S. Internal Revenue Service or the FICE (institution) code.		benefits if treated as a direct cost, interdepartmental charges for supplies and services, and the amount to which the recipient is entitled for indirect costs.
4	If this report covers more than one grant or other agreement, leave items 4 and 5 blank and provide the information on Standard Form 272A, Report of Federal Cash Transactions - Continued. Enter Federal grant number, agreement number, or other identifying numbers if requested by sponsoring agency.	11g	Enter the Federal share of program income that was required to be used on the project or program by the terms of the grant or agreement.
5	This space reserved for an account number or other identifying number that may be assigned by the recipient.	11i	Enter the amount of all adjustments pertaining to prior periods affecting the ending balance that have not been included in any lines above. Identify each grant or agreement for which adjustment was made, and enter an explanation for each adjustment under "Remarks." Use plain sheets of paper if additional space is required.
6	Enter the letter of credit number that applies to this report. If all advances were made by Treasury check, enter "NA" for not applicable and leave items 7 and 8 blank.	11j	Enter the total amount of Federal cash on hand at the end of the reporting period. This amount should include all funds on deposit, imprest funds, and undeposited funds (line e, less line h, plus or minus line i).
7	Enter the voucher number of the last letter-of-credit payment voucher (Form TUS 5401) that was credited to your account.	12	Enter the estimated number of days until the cash on hand, shown on line 11j, will be expended. If more than three days cash requirements are on hand, provide an explanation under "Remarks" as to why the drawdown was made prematurely, or other reasons for the excess cash. The requirement for the explanation does not apply to prescheduled or automatic advances.
11a	Enter the total amount of Federal cash on hand at the beginning of the reporting period including all of the Federal funds on deposit, imprest funds, and undeposited Treasury checks.	13a	Enter the amount of interest earned on advances of Federal funds but not remitted to the Federal agency. If this includes any amount earned and not remitted to the Federal sponsoring agency for over 60 days, explain under "Remarks." Do not report interest earned on advances to States.
11b	Enter total amount of Federal funds received through payment vouchers (Form TUS 5401) that were credited to your account during the reporting period.	13b	Enter the amount of advance to secondary recipients included in item 11h.
11c	Enter the total amount of all Federal funds received during the reporting period through Treasury checks, whether or not deposited.	14	In addition to providing explanations as required above, give additional explanation deemed necessary by the recipient and for information required by the Federal sponsoring agency in compliance with governing legislation. Use plain sheets of paper if additional space is required.
11f	Enter the total Federal cash disbursements, made during the reporting period, including cash received as program income. Disbursements as used here also include the amount of advances and payments less refunds to subgrantees or contractors; the gross amount of direct salaries and wages, including the employee's share of		

STANDARD FORM 272 (Rev. 7-97) Back

SF272A

FEDERAL CASH TRANSACTIONS REPORT CONTINUATION <i>(This form is completed and attached to Standard Form 272 only when reporting more than one grant or assistance agreement.)</i>		OMB APPROVAL No. 0348-0003	
2. RECIPIENT ORGANIZATION <i>(Give name only as shown in item 2, SF-272)</i>		1. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED	
		3. PERIOD COVERED BY THIS REPORT <i>(As shown on SF-272)</i> FROM <i>(month, day, year)</i> TO <i>(month, day, year)</i>	
4. List information below for each grant or other agreement covered by this report. Use additional forms if more space is required.			
FEDERAL GRANT OR OTHER IDENTIFICATION NUMBER <i>(Show a subdivision by other identifying numbers if required by the Federal Sponsoring Agency)</i> <i>(a)</i>	RECIPIENT ACCOUNT NUMBER OR OTHER IDENTIFYING NUMBER <i>(b)</i>	FEDERAL SHARE OF NET DISBURSEMENTS	
		NET DISBURSEMENTS <i>(Gross disbursements less program income received)</i> FOR REPORTING PERIOD <i>(c)</i>	CUMULATIVE NET DISBURSEMENTS <i>(d)</i>
		\$	\$
5. TOTALS <i>(Should correspond with amounts shown on SF 272 as follows: column (c) the same as line 11h; column (d) the sum of lines 11h and 11i of the SF-272 and cumulative disbursements shown on last report. Attach explanation of any differences.)</i>		\$	\$

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